



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

27 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #23 - The Noncommissioned Officers Development Program (NCODP)

1. **PURPOSE:** This memorandum establishes policy on the Noncommissioned Officer Development Program. The fundamental purpose of the program is to provide a training and evaluation program which will assist in developing our Noncommissioned Officers in achieving their primary goal. The achievement of this goal will enable them to provide the assertive and dynamic leadership required to achieve a high state of combat readiness and prepare our Soldiers to provide academic training in professional development within the Signal Regiment. This policy letter applies to all NCOs assigned to the 442d Signal Battalion.

2. References:

a. AR 350-1, Army Training and Leader Development, 18 December 2009/RAR 4 August 2011

b. FM 7-22.7, the Army Noncommissioned Officer Guide, 23 December 2002

3. Objectives:

a. To develop and sustain the leadership, professionalism, and standards of excellence among the Noncommissioned Officers of the 442d Signal Battalion.

b. To develop a professional organizational climate that will permit the NCOs to perform to their fullest potential.

c. To provide personal and professional educational training opportunities directed toward the development of our NCOs.

4. GENERAL:

a. Noncommissioned Officers lead and direct the organizational business on a day-to-day basis in order to accomplish the mission. This requires professionalism, competence, and the ability to lead by example. These competencies require a NCO to aggressively seek responsibilities, be willing, able, and capable of discharging their duties and responsibilities. They must be held accountable.

b. In order for this program to be fully successful, each noncommissioned officer must be fully committed to the process. It is also crucial that each Commander and his subordinate commissioned officers understand and support this program to the fullest.

ATZH-LCB

SUBJECT: Commander's Policy Memorandum #23 - The Noncommissioned Officers Development Program (NCODP)

c. Promotion to the rank of a noncommissioned officer has been and will continue to be reserved for those NCOs who have demonstrated the necessary leadership attributes, technical competence, and moral courage to set and maintain high standards.

d. I expect noncommissioned officers to coach and mentor their Soldiers and enforce standards of conduct both on and off duty.

5. RESPONSIBILITIES:

a. Battalion Command Sergeant Major:

(1) Advise the Battalion Commander on the status of NCODP.

(2) Advise and provide guidance to unit First Sergeant in the implementation of the NCODP.

(3) Inspect and evaluate the NCODP in subordinate unit.

(4) Provide feedback to the Battalion Commander concerning the NCODP effectiveness as part of the training evaluation process (FM 7-0).

b. First Sergeants

(1) The NCODP will be managed by the S-3 NCOIC and First Sergeants. They will determine the training objectives and continually supervise and evaluate the training to ensure the trainers are trained and the objectives of the program are met.

(2) Must maintain a written NCODP for the unit that will include the following documentation to be submitted to the S-3 NCOIC no later than the first duty day of each month:

(a) A current six-month master training schedule of projected subjects to be taught.

(b) A list of selected subjects to be trained.

(c) A standing current order of merit list for WLC posted on the unit's bulletin board

(3) Held personally responsible to the commander for the professionalism of the NCOs in the unit.

(4) Personnel who fail to attend training and are unexcused will be counseled by the Company 1SG utilizing DA form 4856, verbally for first time unexcused absences. Counseling statements will be maintained at company level.

ATZH-LCB

SUBJECT: Commander's Policy Memorandum #23 - The Noncommissioned Officers Development Program (NCODP)

(5) Must evaluate continually the NCODP in the unit so that it continues to evolve and meet the professional needs of the noncommissioned officers.

6. IMPLEMENTATION:

a. The chain of command must support the noncommissioned officers at all levels. The delegation of authority for the noncommissioned officers to carry out and fulfill their assigned responsibilities in the NCODP must be clearly stated by the commander. Commanders must trust the judgment of their noncommissioned officers, give them the authority and responsibility to do their job and hold them accountable. Where lack of training is identified, commanders must implement an individual development plan to develop the required skills and knowledge the NCOs lack. The process of developing our NCO leadership requires keeping the commanders informed of progress in the program and continually seeking their involvement, and their commitment to provide the resources needed. This team effort is crucial to the success of the Noncommissioned Officers Development Program.

b. Personal and performance counseling/coaching must be done frequently IAW FG Reg 350-17 and normalized as part of the noncommissioned officers development. Counseling must recognize success as well as identify failures. You must positively reinforce strengths as well as deterring substandard performance.

c. Each company will maintain a program for implementing and managing the NCODP. Unit programs will be written and will include the standards for measuring progress.

d. Training will consist of the following as a minimum:

(1) Warrior Task Training.

(2) Military Occupation Skills Training based on the unit's Mission Essential Task List (METL).

(3) Directed training from the Battalion S-3 NCOIC and from the Battalion Command Sergeant Major.

(4) Other training as determined by the unit commander and First Sergeant.

(5) Attendance Roster.

(6) Lesson Plan or Training Outline.

7. No one is excused from NCODP without the authorization of the First Sergeants or S-3 NCOIC.

ATZH-LCB

SUBJECT: Commander's Policy Memorandum #23 - The Noncommissioned Officers Development Program (NCODP)

8. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #23, dated 9 January 2014.

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//ORIGINAL SIGNED//

CARLTON THOMAS
CSM, USA
Command Sergeant Major

//ORIGINAL SIGNED//

ERIC A. ANDERSON
LTC, SC
Commanding

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